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INSTRUCTION

Development, Use and Control of
List of Qualified Individuals (LOQI)

INSTR.004

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APPROVED FOR INTERIM USE:

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1. PURPOSE

This instruction explains the development, use, and control of the List of Qualified Individuals (LOQI). The LOQI will be used as a means to document training and qualification status, and determine work restrictions for RMRS personnel assigned to nuclear facilities and projects, and in supporting programs.

2. SCOPE

This instruction applies to all positions and tasks which require qualification in RMRS facilities, projects and programs that are designated in the current nuclear facility Training Implementation Matrix (TIM) as requiring qualification or certification. RMRS projects and programs may supply personnel to positions and perform tasks in TIM-applicable nuclear facilities that are managed by either RMRS or other Site Contractors; in either case of facility management responsibility, the RMRS project and program has LOQI responsibilities described by this instruction.

3. DEFINITIONS

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List of Qualified Individuals. A list of personnel who are qualified in a specific facility, area, job category, or process. This is one method of identifying personnel authorized for the task.

Qualification Program Tracking (OPT) A program in the Training & Scheduling Records (TSR) database which records training course completion and upcoming training dates for a list of predetermined courses, as related to a specific individual.

Responsible Manager. The manager directly responsible, and accountable, for the development, implementation, and function of activities conducted within a facility, project or program.

Responsible Manager - Facility or Project. The manager directly responsible and accountable for an RMRS nuclear facility or project within a nuclear facility, with responsibility for development, control and use of the RMRS LOQI. For RMRS nuclear facilities, the Responsible Manager maintains the LOQI, while for RMRS projects in other Site Contractor facilities, the Responsible Manager maintains the RMRS LOQI and transmits LOQI information to the other Contractor's facility management upon request.

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Responsible Manager - Supporting Program. The RMRS manager directly responsible and accountable for supplying individuals to other facility and project managers, and ensuring these individuals are trained and qualified to the applicable requirements established by the other manager, such that these individuals may be added to the facility and project LOQIs.

Training Coordinator. An individual who is delegated responsibility by line management for the tracking, scheduling, and documentation of required training for RMRS operating organizations, which include projects, facilities and supporting programs.

Training Implementation Matrix (TIM). The TIM is comprised of the RMRS Narrative and facility-specific compliance matrices which are used to document the compliance status with DOE Order 5480.20A and describe how compliance is achieved for training and qualification of personnel in positions that influence nuclear safety at RMRS nuclear facilities. The TIM is approved by DOE, Rocky Flats Field Office.

Training Implementation Plan (TIP). The document which details the training and qualification requirements, including core training, job-specific training and position- or task-specific qualification documents, for personnel in positions identified in the TIM relative to each nuclear facility. As such, the TIP is the primary implementing document for the RMRS TIM, and for other Site Contractor TIMs when they reference positions occupied by RMRS personnel.

Training Requirements Table (TRT). The section of the Training User's Manual (TUM) which categorizes the Site training courses offered, retraining frequency, and applicable audiences for the individuals who are employed at the Rocky Flats Environmental Technologies Site (RFETS).

4. Requirements

A. LOQI Mandatory for Nuclear Facility Work

RMRS facilities, projects and programs will maintain Lists of Qualified Individuals (LOQI) for all positions and tasks where qualification is designated in the current facility Training Implementation Matrix (TIM). These LOQIs are to be updated monthly and maintained by responsible management so that they are readily available for inspection by oversight officials. LOQIs also are made available to all nuclear facility management organizations that use these qualified individuals for designated tasks, including work at other Site Contractor facilities.

B. LOQI Non-Exclusive Use

With development and use of the LOQI, Responsible Managers are not precluded from employing additional means for tracking and scheduling training and qualifications. For facilities, projects and programs not designated in the TIM, LOQIs are not required. However, management remains responsible for ensuring that only properly trained and qualified personnel are assigned to all tasks.

5. Instructions

A. Development of LOQI

1. Responsible Manager

- a. Identifies personnel under his/her management to positions and tasks.

- b. Identifies new personnel or TIP revisions that will necessitate additions or changes to the LOQI.
- c. Prepares specific set of work restrictions for each core and job-specific training element and qualification document relative to the identified positions and tasks (e.g., Appendix 2).
- d. Approves the LOQI for issuance each month.
- e. Approves additions and deletions to the LOQI that must occur between monthly updates (work restrictions or new assignments).

2. Training Coordinator

- a. Consults with the Responsible Manager to identify personnel to positions and tasks.
- b. Compares list of personnel against requirements in TIP as tracked on QPT.
- c. Enters courses due that month and scheduled training dates.
- d. Enters needs for initial training courses or qualifications that month (for new personnel or due to TIP revision) and scheduled training dates.
- e. Identifies past-due training and requalification requirements from past months and enters as delinquencies with month/year when the training or qualification lapsed.
- f. Consults with Responsible Manager and enters the appropriate work restrictions for lapsed training and qualifications.
- g. Completes LOQI form (Appendix 1) and transmits to Responsible Manager.

B. Communication of LOQI Information

1. Responsible Manager - Supporting Program

- a. Reviews training and qualification (T&Q) program for personnel under his/her management with Training Coordinator to ensure that specific T&Q needs for facilities and projects that request services are met or are included in the T&Q requirements for the affected job positions and personnel to be assigned.
- b. Supplies the names of trained and qualified personnel from Supporting Program upon request from Responsible Managers and Training Coordinators of facilities and projects to which Supporting Program personnel are to be assigned.
- c. Works with Supporting Program Training Coordinator to track and schedule training of his/her personnel, including facility and project-specific needs, to maintain the qualification of Supporting Program personnel on facility and project LOQIs.
- d. On a monthly basis, submits to the managers having LOQI having LOQI responsibility the personnel qualification status changes planned for the next month, and submits immediately any status changes that affect the current monthly LOQIs (due to work restrictions or new assignments).

2. Training Coordinator - Supporting Program

- a. Assists the Responsible Manager in communicating with facilities and projects and by tracking and scheduling T&Q for Supporting Program personnel, including facility and project-specific requirements.

3. Responsible Manager - Facility or Project

- a. Initiates agreements with management of other Contractor organizations (Safe Sites of Colorado, DynCorp of Colorado) which supply personnel to the facility or project he/she manages. Agreements specify facility or project-specific T&Q requirements and require other Contractor management to supply personnel names for the given facility LOQI.
- b. Communicates with Supporting Programs on facility and project-specific T&Q requirements and the timely submittal of information for the given facility LOQI.
- c. Reviews LOQI information provided monthly by other Site Contractor and Supporting Program management and ensures that the Training Coordinator adds it to the facility or project LOQI. Also, reviews interim LOQI changes due to work restrictions or new assignments.

4. Training Coordinator - Facility or Project

- a. Assists the facility or project Responsible Manager in reviewing and incorporating LOQI information submitted by management for other Site Contractors and Supporting Programs into the facility or project LOQI.

B. Control of LOQI

1. Training Coordinator

- a. Develops controlled distribution list with input from responsible manager.
- b. Provides revision control.
- c. Updates LOQI Monthly.
- c. Maintains file of past LOQI to verify past qualifications.
- e. With Responsible Manager, reviews LOQI monthly (minimum) to determine applicability to the current facility T&Q requirements.

2. Responsible Manager

- a. Ensures that LOQI is constantly available and updated for use.

C. Use of LOQI

1. Responsible Manager

- a. Consults LOQI in assigning work.
- b. Consults LOQI to verify qualification of workers.
- c. Consults LOQI to set staffing levels for work.
- d. Consults LOQI to determine work restrictions (Appendix 2) applicable due to delinquent training or expired qualification.

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APPENDIX 2
SAMPLE RESTRICTION LIST
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CLASS	RESTRICTED ACTIVITY
Alarms CBT	Unescorted access to the PA or 400/800 areas that contain fissionable materials
Asbestos Awareness	Unescorted entry into areas with asbestos-containing material (actual or presumed)
Basic Instructor Training	Delivering formal classroom training
Beryllium Operations CBT	Unescorted access to beryllium processing areas or may contact beryllium outside areas
Building Orientation Tour	Unescorted entry into areas of operations of the affected building
Computer Security Officer	Using computers and acting as Computer Security Officer
Computer Security User	Using computers
Conduct of Operations - General	Unescorted access to areas requiring Conduct of Operations class
Conduct of Operations - Supervisor	Unescorted access to areas requiring Conduct of Operations class or supervising such workers
Confined Space Entry	Entering a confined space and performing attendant or supervisor duties
DOT Awareness	Labeling hazardous packages for shipping & transportation
Fall Protection	Performing tasks requiring use of harness & lanyard devices and ladders
First Responder-Operations and Refresher	Responding to spills requiring use of other than normal PPE
GET and Refreshers	Unescorted access to Category 1, 2, or 3 Nuclear Facilities
GERT and Refreshers	Unescorted access to plant site (excluding Radiation Workers and RCTs)
Glovebox Support Activities	Working in gloveboxes (glove changes, glove cuts, drum cuts, bag-ins or bag-outs)
Haz Communications Supervisor	Supervising work with hazardous materials
Haz Communications CBT	Unescorted entry into an area where possible exposure to hazardous chemical may occur and supervision of these personnel
Haz Communications Work Area Indoctrination	Unescorted entry into an area where possible exposure to hazardous chemicals may occur and supervision of these personnel
Haz Waste Operations (OSHA)-24 or 40 hr	Unescorted entry or work in an hazardous waste area
Haz Waste Operations (OSHA)-Refresher	Unescorted entry or work in an hazardous waste area
Haz Waste Operations (OSHA)-Supervisor	Supervising work with hazardous waste
Hearing Conservation CBT	Work in a Hearing Protection Required area
Hoist Apparatus	Using cranes, hoists, or chainfalls
Industrial Truck (Forklift and/or Pallet)	Performing forklift/highlift and/or pallet jack/lowlift operations
Job Training for Instructors	Delivering On-The-Job training leading to qualifications

APPENDIX 2
SAMPLE RESTRICTION LIST
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CLASS	RESTRICTED ACTIVITY
Ladder Safety Awareness	Performing tasks requiring use of ladders (fixed, roll, portable, etc.)
Line Control Safety Monitor	Performing Safety Monitor duties
Line Control Safety Supervisor	Performing Safety Monitor duties and supervision of Safety Monitor duties
Lockout/Tagout	Performing any lockout/tagout duties
Lockout/Tagout briefing	Unescorted entry into LO/TO areas
Nuclear Criticality Safety	Unescorted entry into RBA, MAA, RMAA
Nuclear Criticality Safety Supervisor	Unescorted entry into RBA, MAA, RMAA and supervising Nuclear Criticality activities
Nuclear Material Safeguards CBT	Work with Nuclear Material in a secured area
Pressure Safety Awareness I	Performing work on or around pressurized systems or equipment
Radiation Worker Level I and Requal	Unescorted entry into the RBA and work in the area of radiological operations
Radiation Worker Level II and Requal	Unescorted entry into the RBA and work in the area of radiological operations
RCRA/Waste Generator Annual Training	Performing RCRA inspections or signing RCRA logsheets as an inspector and generating or packaging waste
RCRA Tanks	Performing RCRA tank inspections or transfers to or from a RCRA tank, or signing RCRA logsheets as an inspector
RCRA Waste Management	Performing RCRA inspections or transfers to or from a RCRA tank, or signing RCRA logsheets as an inspector
Respirator Fit	Entry to or work in an area requiring respirator
Respirator Indoctrination CBT	Completion of a Respirator Fit
SCBA	Performing SCBA tasks
TID	Applying or removing TIDs
Waste Generator	Generating or packaging waste
Building Orientation Tour	Unescorted access to Building